Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS	
	Condition: Add a language record (Position 'active' file)	
H428-010C	**DESCRIPTION:** Add a language record to a position on the position 'active' file.	

RECID: ___M___   TYPE ACTION: ___A___   REF MENU H428-004M

PROJECTS AFFECTED: STAFFING

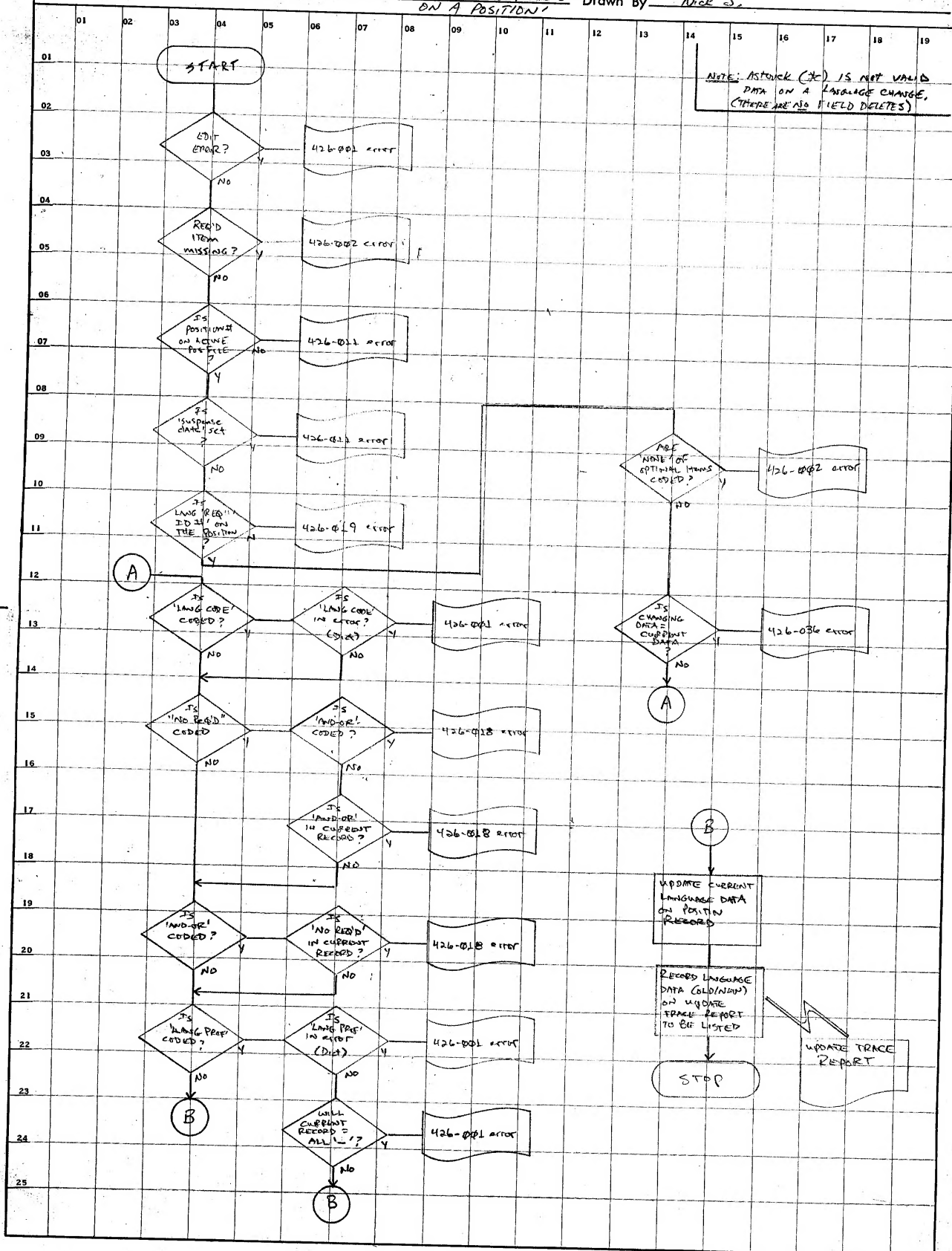|	MSG. NO.
REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES—	H428-002E
Position Number	
Requirement ID Number	
Language Code EDIT ERROR YES—	H428-001E
Number Required ⎫	
And/Or ⎬ mutually exclusive	
Reading Proficiency	
Speaking Proficiency	
Understanding Proficiency	
OPTIONAL DATA ITEMS: EDIT ERROR YES—	

Human Resources Systems
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MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS		
	Condition: Add a Position language record (Position Active File) PROCESSING LOGIC:	MSG.	No.
H428-010C	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.	H428-007E	
	B. Validate that Requirement ID Number is not duplicated on the same positionw	H428-008E	
	C. Validate 'Language Code' on standard MCS dictionary and retrieve associated language text.	H428-001E	
	D. 'Number Required and 'And/Or' are mutually exclusive; one must appear, but both may not be present.	H428-005E	
	E. Validate each Language Proficiency (Reading, Speaking and Understanding) on the standard MCS Language Proficiency Dictionary; NOTE that up to 2 proficiencies may be null - coded as '-' dash).	H428-001E	
	F. If good update:		
	1. Move 'N' to Language Required Flag on position		
	2. Generate 'Position Language Type' equal to 'S'		
	3. Add language record to associated position on position 'active' file		
	G. Record all actions taken on update "trace" report.		

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6/24/98

Application __STAFFING__   Date __9.1.7'__   Page __1__ of __1__

Procedure __CONDITION H428010C__ 'ADD A LANGUAGE RECORD - TO A POSITION'   Drawn By __Nick S__

Flowchart:

- START
- SD1-ERROR? → Y → 426-001 error
  - NO
- REQ'D ITEM MISSING? → Y → 426-002 error
  - NO
- IS POSITION N ... ACTIVE DES FILE? → NO → 426-011 error
  - Y
- IS SUSPENSE DATE SET? → Y → 426-011 error
  - NO
- IS LANG-REG TO IT GTM THE POSITION? → Y → 426-017 error
  - NO
- IS LANG-CODE IN ERROR? (DI-A) → Y → 426-001 error
  - NO
- IS 'AD-REG'D CODED? → Y → IS 'AND-OR' CODED? → Y → 426-018 error
  - NO (from AND-OR)
  - NO (from AD-REG'D)
- IS 'AND-OR' CODED? → NO / Y
- ARE ALL LANG PROF CODED AS 'L'? → Y → 426-001 error
  - NO
  - 426-002 error
- ARE 'LANG PROF' (R-S-L-W) IN ERROR? (DI-A) → Y → 426-001 error
  - NO
- GENERATE POSITION LANGUAGE TYPE = 'S'
- MOVE 'N' TO LANG-REG'D. FLAG IN POSITION RECORD → ADD LANGUAGE DATA TO POSITION RECORD → RECORD LANGUAGE DATA /POSITION DATA TO UPDATE TRACE REPORT → UPDATE TRACE REPORT
- STOP

Programmer: _____ **Approved For Release 2001/07/30 : CIA-RDP78-07181R000200040038-2** Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____
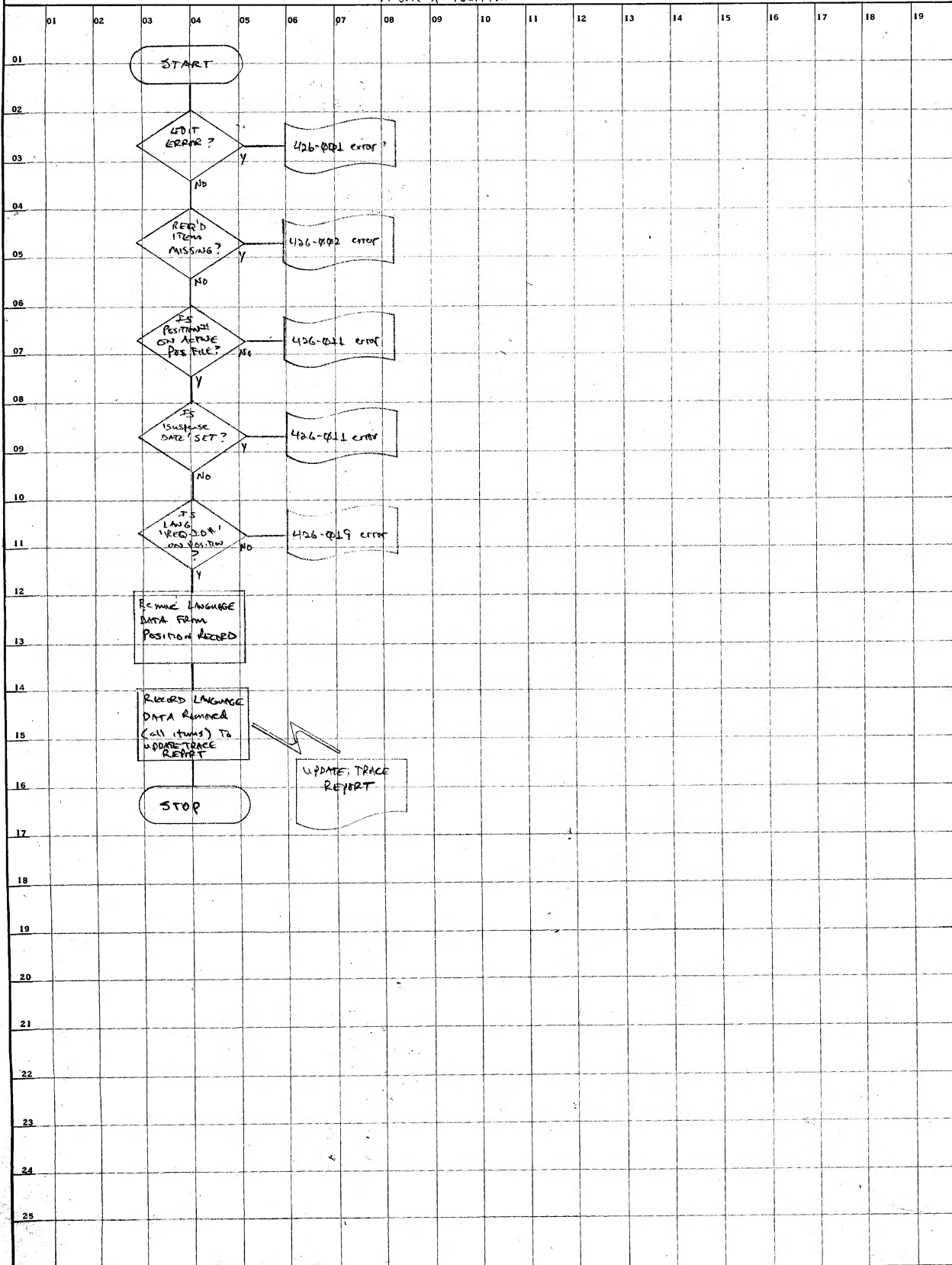
DATE   9 August 72

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS		
H428-011C	Condition: Change a language record (position 'active' file) DESCRIPTION: Change a language record associated with a position on the position 'active' file. RECID: ___M___ TYPE ACTION: ___C___ REF MENU H428-005M		
	PROJECTS AFFECTED: STAFFING	MSG.	NO.
	REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES-		H428-002E
	Position Number Requirement ID number		
	EDIT ERROR YES-		H428-001E
	OPTIONAL DATA ITEMS: EDIT ERROR YES-		H428-001E
	Language Code Number Required And/Or } mutually exclusive Reading Proficiency Speaking Proficiency Understanding Proficiency		
	If none of the optional items are coded		H428-002E

FORM
12-69   3178b

(51)

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS		
	Condition: Change a Position language record (position 'active' file)	MSG.	NO.
	PROCESSING LOGIC:		
H428-011C	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.		H428-007E
	B. Validate that Requirement ID Number exists on the associated position record.		H428-009E
	C. Validate Language Code on standard MCS dictionary and retrieve associated language text.		H428-001E
	D. "Number Required" and "And/Or" are mutually exclusive; one must appear, but both may not be present.		H428-005E
	E. Validate each Language Proficiency (Reading, Speaking, and Understanding) on the standard MCS language Proficiency Dictionary; note only 2 proficiencies may be coded null -- '-' dash.		H428-001E
	F. If good update make required changes on language record.		
	G. Record all actions taken on update "trace" report.		

IBM DIAGRAMMING AND CHARTING WORKSHEET

H428011C

Application __STAFFING__

Procedure __CONDITION H428011C 'CHANGE A LANGUAGE RECORD ON A POSITION'__

Date __9-2-71__   Page __1__ of __1__

Drawn By __Nick S.__

NOTE: ASTERICK (*) IS NOT VALID DATA ON A LANGUAGE CHANGE, (THERE ARE NO FIELD DELETES)

START

EDIT ERROR? → Y → 426-001 error
No

REC'D ITEM MISSING? → Y → 426-002 error
No

IS POSITION # ON ACTIVE POS FILE? → No → 426-011 error
Y

IS 'SUSPENSE DATE' SET? → Y → 426-011 error
No

LANG REC' ID # ON THE POSITION → N → 426-019 error
Y

(A)

IS 'LANG CODE' CODED? → Y → IS 'LANG CODE' IN ERROR? (Del) → Y → 426-001 error
No / No

IS 'NO REQ'D' CODED? → Y → IS 'AND-OR' CODED? → Y → 426-018 error
No / No

IS 'AND-OR' IN CURRENT RECORD? → Y → 426-018 error
No

IS 'AND-OR' CODED? → Y → IS 'NO REQ'D' IN CURRENT RECORD? → Y → 426-018 error
No / No

IS 'LANG PROF' CODED? → Y → IS 'LANG PROF' IN ERROR (Del) → Y → 426-001 error
No / No

(B)   WILL CURRENT RECORD = ALL _ ? → Y → 426-001 error
No

(B)

ARE NONE OF OPTIONAL ITEMS CODED? → Y → 426-002 error
No

IS CHANGING DATA = CURRENT DATA? → Y → 426-036 error
No

(A)

(B)

UPDATE CURRENT LANGUAGE DATA ON POSITION RECORD

RECORD LANGUAGE DATA (OLD/NEW) ON UPDATE TRACE REPORT TO BE LISTED

UPDATE TRACE REPORT

STOP

IBM Flowcharting Worksheet

Programmer: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS
H428-012C	Condition: Delete a language record (position 'active' file)

Condition: Delete a language record (position 'active' file)

DESCRIPTION: Delete a language record associated with a position on the 'active' file.

RECID: ____M____   TYPE ACTION: ____D____   REF MENU H428-006M

PROJECTS AFFECTED: STAFFING

	MSG. NO.
REQUIRED DATA ITEMS: (REQ'D ITEM MISSING) YES-	H428-002E
Position Number Requirement ID Number EDIT ERROR YES-	H428-001E
OPTIONAL DATA ITEMS: None EDIT ERROR YES-	

FORM
12-69   3178b

(51)

Human Resources Systems
CONDITIONAL CONTROL MEMO SHEET
[To be used in conjunction with Form 3178a]

MEMO CONTROL NO.	CONTROL CONDITIONS AND SPECIAL CONSIDERATIONS		
	Condition: Delete a Position language record (position 'active' file)	MSG.	No.
	PROCESSING LOGIC:		
H428-012C	A. Validate that Position Number record exists on the position 'active' file and Suspense Date is not set.	H428-007E	
	B. Validate that 'Requirement ID Number' exists on the associated position record.	H428-009E	
	C. Delete (purge) the language record from the position record		
	D. Record the complete deleted language record and associated position record on update "trace" report.		
	E. NOTE: Language records are _not_ written to a 'history' file.		

IBM® DIAGRAMMING AND CHARTING WORKSHEET

H428012C

Application STAFFING	Date 9-2-71 Page 1 of 1
Procedure CONDITION H428012C 'DELETE A LANGUAGE RECORD FROM A POSITION'	Drawn By Nick S.

Flowchart:

- START
- EDIT ERROR? — Y → 426-001 error / NO
- REQ'D ITEM MISSING? — Y → 426-002 error / NO
- IS POSITION ON ACTIVE POS FILE? — No → 426-011 error / Y
- IS SUSPENSE DATE SET? — Y → 426-011 error / No
- IS LANG 'REQ'D #' ON POSITION? — No → 426-019 error / Y
- Remove LANGUAGE DATA FROM POSITION RECORD
- RECORD LANGUAGE DATA Removed (all items) TO UPDATE TRACE REPORT → UPDATE TRACE REPORT
- STOP

IBM Flowcharting Worksheet

Programmer: _____ Program No.: _____ Date: _____ Page: _____

Chart ID: _____ Chart Name: _____ Program Name: _____

A1	A2	A3	A4	A5
B1	B2	B3	B4	B5
C1	C2	C3	C4	C5
D1	D2	D3	D4	D5
E1	E2	E3	E4	E5
F1	F2	F3	F4	F5
G1	G2	G3	G4	G5
H1	H2	H3	H4	H5
J1	J2	J3	J4	J5
K1	K2	K3	K4	K5
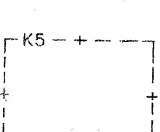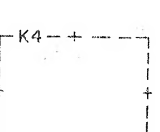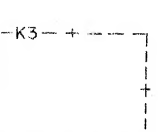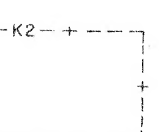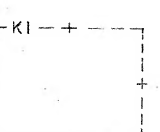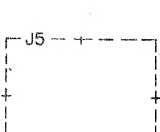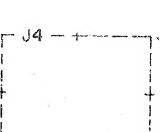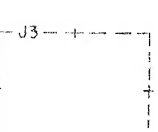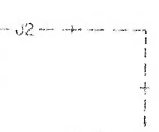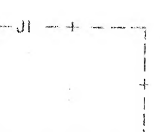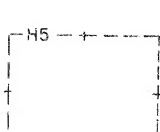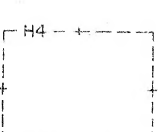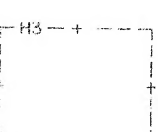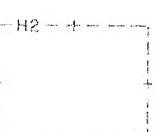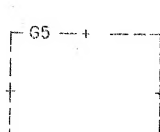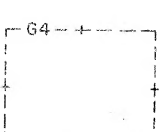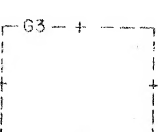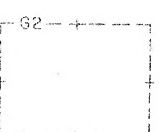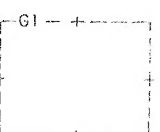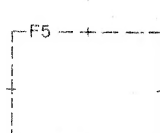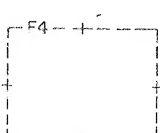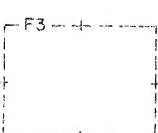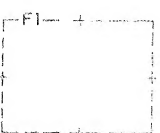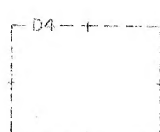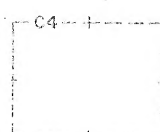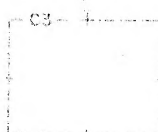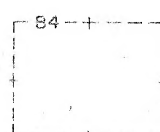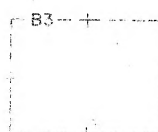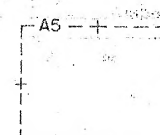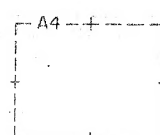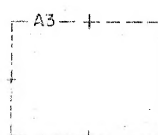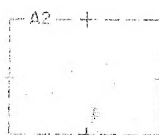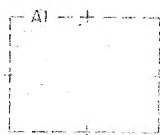
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